



A brief Description of :

Electronic and Online Filing & Paying Options for Businesses

**ACH Debit Filing
ACH Credit Filing
Investible Funds**

**Online Filing:
Taxpayer Access Point
Business Tax Online Payments
Withholding L-2 and L-3 Downloadable filing program
Severance Oil and Gas Downloadable filing program
Business Tax Credit Card Payments**

Web Site

www.revenue.louisiana.gov

Electronic and Online Filing & Paying Options for Businesses.

ACH Debit Filing:

Debit requires that you give us your Bank Information. We key this information to your account and then send the Bank Information to a Third Party Vendor. They register you in their system by Account Number and Tax Code. Each Tax must be registered separately. After the Vendor has your Bank Information in place they will tell us to send you the **Password** letter / Security Codes that you need to call them and initiate a payment either by calling an Operator or by Punching the information on your phone lines. There is a 3rd Payment option of setting your computer up. (**PC Terminal Method Option**, has no relation to online filing)

At the time we mail the **Password** letter, we also Mail a Guidelines Booklet. The Information you need for Debit filing begins on Page 23 of that Booklet.

ACH Credit Filing with Addenda:

This requires that you simply Inform us that this is your intention. We mail you the same Guidelines Booklet as for Debit filing. You will make arrangements with your bank to transfer the funds. You will need to first be sure that your bank is Capable of ACH* transmissions and that you give your bank the Addenda Record necessary for us to credit your payment to the correct Revenue account number, tax code and period. In the Guidelines Booklet the Tax Code Information you need Appears on Page 10, 11, 12. Page 13 has Our Bank account numbers to give your bank. Page 20 shows an example of the Addenda Record.

(*EDI transmissions are not acceptable.) The account number required in the addenda record must be your State of Louisiana 10 digit account number, **not your Federal Number**.

The above two Options are for **Payments only**, and they require the completion of the “Authorization Agreement for Electronic Filing” to be sent to this office for registering. **EFT has nothing to do with Online Filing**. Returns cannot be filed via EFT.

Link to EFT Authorization Agreement

[http://www.revenue.louisiana.gov/forms/taxforms/20193L\(2 99\)F.pdf](http://www.revenue.louisiana.gov/forms/taxforms/20193L(2 99)F.pdf)

Link to EFT Guidelines Booklet

[http://www.revenue.louisiana.gov/forms/taxforms/20201\(7 06\).pdf](http://www.revenue.louisiana.gov/forms/taxforms/20201(7 06).pdf)

Investible Funds:

If you choose not to file through any Electronic Method, and you are Mandated to do so, you may file using Investible Funds. This includes Cashier Checks, Guaranteed Money, Cash etc that is either brought to the department the day before the due date, or mailed to arrive here a day before the due date.

Note: The Department cannot take money from your bank account unless you initiate the transmission and we cannot re-send a transmission that fails. It will need to be re-initiated by you. Initiating a EFT Transmission does not guarantee that the payment will be sent to us successfully.

Online Filing:

Link to Online filing Options:

<https://webtax.rev.state.la.us/Scripts/WebEncore.dll?Index.html>

Taxpayer Access Point, TAP Option.

You will Click on TAP, Register your account in TAP. You will need to have your revenue account number, Location ZIP code, and the last payment amount filed for that Tax. You will need to make up your own 6 to 10 digit Password. When you complete the registration, an Authorization Code will be sent to you via E-Mail. If you did not know your correct last payment amount, or if your E-Mail is incorrect, you will be mailed the Authorization Code. Please do not attempt to access TAP for the first time without this Code. You cannot change your password or Click on “Forgot Password” until this Authorization code has been successfully used for the first time. At the time you file and pay your first return under TAP you will be asked for your Banking Information and be allowed to Store it for the Future. Please watch the Demo Offered on the Online Options Page for TAP. You can add taxes to a file once it is created. If you answer the Secret Question, You will be able to change your password without calling in for assistance.

Business Tax Online Payments:

This Site is used to make **payments only**. No returns can be filed under this Option. It is used for Severance Tax and other taxes that have no Online Forms. It is a simple registration. You will need to register each tax separately, and you will make up your own 4 digit **PIN** number (numeric only). The Zip Code this system is trying to verify is a actual **Location** address Zipcode, **Not A Mailing address**.

Withholding L-2 and L-3 Downloadable filing program.

This is used for the filing of the end of the year reconciliation and employee L-2's. There is an initial registration, and then the program will download on your computer. This is **not** for registering or filing/paying of L-1's. You must have an established Louisiana Account number, and you must have had Payroll in the previous year.

Severence Oil and Gas Downloadable filing Program

This is used to download and file Severence Details and Incapable Well reports. There is a one page registration for this based on your Lousiana Revenue account number. From the information given, the Summary will be created and posted on line, and you will be given and amount due on that form. Payments can then be made under the “Business Tax Online Payments” Option, Or “Taxpayer Access Point”.

Business Tax Credit Card Payments

Complete the required fields to initiate a Credit Card Payment. There is a Convenience fee based on the amount of the payment. The Convenience Fee is indicated on Step 2. Revenue Offers this site through a Vendor.. We have no control over it or access to it.

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